

Appendix A
Statement of Work
CRADA No. [assigned by Org. 1323]
[date]

[Title]

A. PURPOSE

[Briefly describe the purpose of the CRADA.]

Reasons for Cooperation

[Describe the technical capabilities and expertise at Sandia that make the laboratory an integral part of this cooperative research effort. Explain how the capabilities, equipment, and technical expertise at Sandia, any other involved lab, and the Participant(s) complement each other.]

Public Abstract

[Provide a brief (1-3 sentence) non-proprietary description of the work to be performed that will be suitable for public release at the time the CRADA is approved by DOE. This abstract will satisfy the requirement set forth in the CRADA terms and conditions under ARTICLE XI. REPORTS AND ABSTRACTS, paragraph A, item #1.]

B. SCOPE

Technical Objectives

[List general technical goals of the project.]

Phases of the Project

[f project has no phases, leave this section blank. If project has phases, briefly explain focus of each phase.]

Tasks and Division of Responsibilities

Phase No.	Task No.	Subtask No.	Task Description	Duration (Starting & Ending Project Month)	Responsible Parties
				01-??	
			Prepare Final Report		Sandia/ [Participant]

Task Descriptions

Task 1: [Task Title]

Discussion. <Provide the task objective and a brief task description. DOE uses this part of the Statement of Work to ascertain the "cooperative" nature of the project. Consequently, it's important to list the Party responsible

for each major part of the task and to describe the Participant's and/or laboratory's contributions toward achieving the task's objective. If the technical work will require Sandia to subcontract a substantial part of the work (i.e., more than 50% of the total CRADA budget will be spent on subcontracting), you must include an explanation about the project requirements that will be met through subcontracting. If the technical work will require Sandia to purchase capital and/or noncapital equipment, provide a brief explanation about the project requirements that will necessitate the equipment purchase.]

Deliverables. [Identify deliverable(s) for each task. State whether the deliverable will be jointly produced, or identify the Party that has primary responsibility for the deliverable. Deliverable may be a completed piece of equipment or prototype, a report, or the results of a test.]

Task 2: [Task title]

Discussion.

Deliverables.

[**NOTE:** Tasks may be broken down into subtasks. Although subtasks must appear in the Tasks and Division of Responsibilities table (with durations and responsible Party), DOE does not require descriptions and deliverables for subtasks.

Tasks also may be grouped into phases if the nature of the work to be performed requires that some tasks be organized with similar tasks. For example:

Phase I

Task 1
Task 2

Phase II

Task 4
Task 5

Phase III

Task 6
Task 7]

Task __: Prepare Final Report

Discussion. [This task should be included as the final task in the Statement of Work in order to help ensure that both Sandia and the industry partner/s allow sufficient time and resources to prepare the final CRADA report, which is required by DOE. This final report will address the requirement in CRADA Article XI. REPORTS AND ABSTRACTS, Item (3).

A. The Parties agree to produce the following deliverables:

(3) a final report, upon completion or termination of this CRADA, to include a list of Subject Inventions;

Your Agreements Specialist or CRADA Analyst in Org. 1323 can, at your request, send you a sample template for the final CRADA report.]

Deliverables.

Location of "Next Use"

The location of delivery and "next use" for the deliverables developed under this CRADA effort is [state or country].

[On funds-in CRADAs ONLY, identify the delivery location and the Participant's location of next use for the deliverables. This customarily is the state or country where the Participant's office is located. Notify the Agreements Specialist if the Participant has facilities located in and outside New Mexico. The information is used by Sandia's financial organization to comply with requirements concerning New Mexico Gross Receipts Tax.]

C. ESTIMATED COST (All Money in \$K)

[If this is a multilab CRADA, delete this table and use the Estimated Overall Cost table below.]

	PY1	PY2	PY3	PY4	PY5	TOTAL
GOVERNMENT						
DOE Contribution						
Sandia						
Other Federal Funds						
Total Government						
PARTICIPANT						
Funds-In Contribution						
Paid 3% Fed Admin Chg						
Total Participant Funds						
In-Kind Contribution						
Total Participant						
Total CRADA Value						

ESTIMATED OVERALL COST (All Money in \$K)

[Delete this section, including the table below, if Sandia is the only laboratory that's involved in this CRADA.]

The overall estimated cost profile by laboratory for the CRADA is shown below:

	PY1	PY2	PY3	PY4	PY5	TOTAL
GOVERNMENT						
DOE Contribution						
Sandia						
[other laboratory]						
[other laboratory]						
Other Federal Funds						
Total Government						
PARTICIPANT						
Funds-In Contribution						
Paid 3% Fed Admin Chg						
Total Participant Funds						
In-Kind Contribution						
Total Participant						
Total CRADA Value						

D. TECHNICAL CONTACTS

For Sandia:

[PI's name]

Org. xxxx / MS xxxx

Phone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

e-mail: [email address]

For Participant:

[Technical Contact's name]

Phone: (xxx) xxx-xxxx

Fax: (xxx) xxx-xxxx

e-mail: [email address]

E. TANGIBLE PROPERTY

[List any tangible property that will be produced or acquired during the term of the CRADA, who will pay for it, and who will own it.]

F. MANAGEMENT STRUCTURE

[This section must be completed for multi-lab CRADAs but is optional for single-lab CRADAs.

Identify roles and responsibilities among labs and Participant(s) for:

- Establishing project priorities;
- Resolving technical issues;
- Identifying "partnership meetings" (at least semi-annually);
- Establishing schedule for interim technical reporting as appropriate;
- Establishing a "reminder" checklist for interim technical/financial reporting and partnership meetings;
- Reporting milestones and delays; and
- Identifying who is responsible for final report.]

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Loaned and Borrowed Property Information

A. LOANED PROPERTY

[State "None", if there will be no loaned property.]

Sandia agrees to lend to Participant Government property as described below:

Description of Loaned Property

Item	Qty	Description	Property # (S, R, or V), if applicable	Unit Cost	Ext. Cost*

*Extended cost equals quantity times unit cost.

Total Value: _____

Participant's Location of Loaned Property: _____

B. BORROWED PROPERTY

[State "None", if there will be no borrowed property.]

Participant agrees to lend to Sandia Participant's property as described below:

Description of Borrowed Property

Item	Qty	Description	Identification	Unit Cost	Ext. Cost*

*Extended cost equals quantity times unit cost.

Total Value: _____

Sandia's Location of Borrowed Property: _____